

For Challenge Coordinators



Login

Register

Will you accept the challenge?
The 2018 Get Fit Texas State Agency Challenge that is!

This event provides an opportunity for state employees to get active for an agency-to-agency competition. By accepting the challenge, state employees take on being physically active for 150 minutes per week for at least six of the 10 weeks of the Challenge.

Welcome to the 2019 Get Fit Texas Challenge **Coordinator** instructions! This document offers a quick orientation to using the new Challenge site and administrator functions.

It contains the same details as the Participant Guide version, but whenever you see the neon yellow label above, there's content about the administrative functions unique to challenge coordinators.

Let's Get Started!

What is the State Agency Challenge?

The Department of State Health Services launched Get Fit Texas in 2013 to provide state employees a fun way to make physical activity a routine part of their lives.

The 10-week competition occurs on two levels:

- On the individual level, participants seek to achieve **150 minutes of physical activity per week in at least six out of 10 weeks**. This is the minimum achievement required to complete the Challenge, but participants are encouraged to reach 150 minutes in all 10 weeks (and maintain this level of activity after the Challenge!).
 - Why 150 minutes? This is the *minimum* amount of physical activity adults need per week to be healthy, according to the Centers for Disease Control and Prevention.
- The second level of the Challenge is a **competition between state employers**, divided into groups based on organizational size. Agencies/Universities compete to see who finishes with the *highest percentage of employees completing the challenge*.

To participate in the Challenge, state employees use the www.getfittexas.org website to record their daily/weekly physical activity. The website tracks your personal progress, while also adding your achievements to those of your coworkers to track your employer's performance versus other state organizations.

The Get Fit Texas Challenge is administered by the Statewide Wellness Coordinator at DSHS. However, each participating employer designates one or more Challenge Coordinators, who will act as your primary contact(s), and will communicate about agency-specific decisions, such as offering incentives, etc.

If your agency offers a completion incentive, you will likely need to document your achievements with a Completion Certificate, which becomes available for download on the Dashboard page *after* you complete the Challenge.

Please read the rest of this guide for an orientation to the website DSHS developed to host the challenge. You may then register for the Challenge and start moving!

Good Luck... and Get Fit!



Quick Start Instructions

If you wish to skip the detailed instructions, read this page for a quick start on the Get Fit Texas Challenge website:

www.getfittexas.org. If you have questions afterwards, please read the complete guide before requesting help.

Step 1: Understand the Get Fit Texas Challenge

- Ten-week competition (January 21 – March 31, 2019).
- Participants must achieve 150 minutes of physical activity per week in at least six different weeks to complete the Challenge. Challenge weeks run Monday to Sunday. Weeks do not have to be consecutive.
- State employers compete based on who finishes with highest percentage of total FTEs that complete the Challenge (not most number of minutes).

Step 2: Complete the registration process. You will have to create a new account each year. *Leave the Subgroup field blank unless you're told otherwise.*

Step 3: Use the website's Menu Bar to navigate.

Dashboard displays your progress completing the Challenge. Achieving 150 minutes in a week turns a star from empty to filled. Use the Leader Board to track your agency's progress versus other employers.

Enter New Activity: Use this page to submit individual records of physical activity.

View History: Displays each physical activity record you have submitted during the Challenge.

Edit Profile: Edit profile information at any time without losing or altering physical activity data previously entered.

Share Feedback: Submit suggestions on how to improve the Challenge and the GetFitTexas.org website. Do not use this function for questions or urgent requests for support, instead email your agency's challenge coordinator(s) or the Challenge Administrator (listed on the Dashboard).

Share Success Story: Submit your success story from participating in the challenge.

Step 4: Participate in the Challenge by recording physical activity data every day/week with the goal of filling six (hopefully more!) weekly stars to complete the challenge.

- Once you complete the Challenge, an icon will appear on the lower right of the Dashboard screen enabling you to view a Challenge Completion form. If your agency offers an incentive, use this form as documentation.

Registration

To register, fill in the requested info. You will have to create a new account each year.

- Please use your work email, if possible.
- Employers are listed alphabetically. Yours may unexpectedly be listed under Texas (e.g., Texas Dept. of State Health Services) or another common prefix, so please search thoroughly. Email lesley.jimenez@dshs.texas.gov if you can't find your agency.
 - Contractors should select the agency where they work; family members should use the agency of their relative.
- Agency Subgroup is an optional open text box for employers who wish to divide their employees by division, location, etc. **Leave this blank** unless you receive instructions from your challenge coordinator. If your agency decides to create subgroups, the coordinator will tell you what to type.
- Registration data (including subgroup) can be edited easily at any time, even after you've entered physical activity data.

Register

First Name	<input type="text" value="Milhouse"/>
Last Name	<input type="text" value="Van Houten"/>
E-Mail Address	<input type="text" value="Milhouse.Vanhouten@dshs.texas.gov"/>
Confirm E-Mail	<input type="text" value="Milhouse.Vanhouten@dshs.texas.gov"/>
Password <small>Minimum of 6 characters.</small>	<input type="password" value="....."/>
Confirm Password	<input type="password" value="....."/>
Agency	<input type="text" value="Select an Agency"/>
Agency Subgroup	<input type="text" value="description"/>
<input type="button" value="Register"/>	

Agency Subgroup Field

Register

First Name	Milhouse
Last Name	Van Houten
E-Mail Address	Milhouse.Vanhouten@dshs.texas.gov
Confirm E-Mail	Milhouse.Vanhouten@dshs.texas.gov
Password <small>Minimum of 6 characters.</small>
Confirm Password
Agency	Texas Department of State Health ▼
Agency Subgroup	El Paso Campus
<div>Register</div>	

Agency Subgroup is an **optional** text box for dividing employees by division, location, etc., either for internal competition or organizational purposes. Information that can be filtered by subgroup includes:

- The Coworker Leader Board, which displays a list of agency participants and their Challenge progress (total minutes and stars filled).
- The Admin Tasks screen, where coordinators can download participant email addresses in a batch.
- More details on both screens are at the end of this guide.

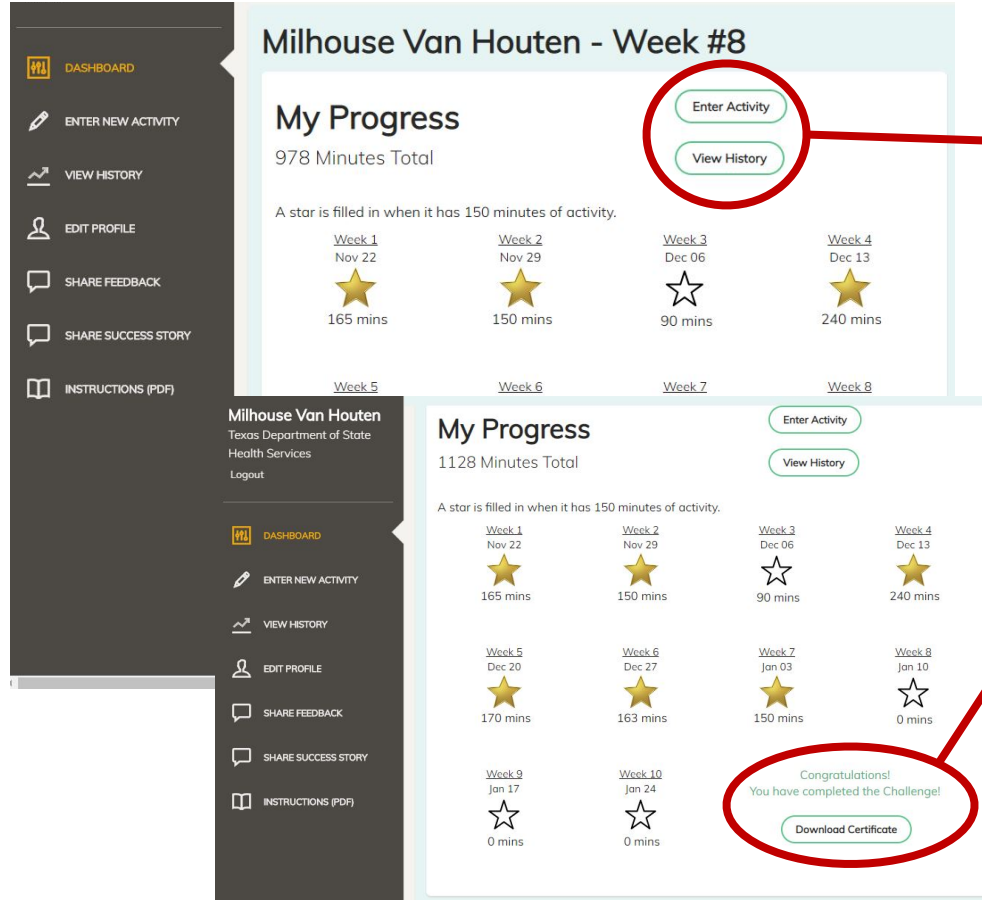
To create subgroups for your agency, **you should tell participants what Group Name to type** on the registration page (e.g., Team 1, Regulatory, El Paso Campus, etc.). However, coordinators can edit employee registration data and assign them to subgroups if needed.

The participants version of this guide tells registrants to leave the Subgroup field blank unless told otherwise.

Registration data can be edited at any time without affecting physical activity data, so coordinators can create Subgroups for staff to join **after the Challenge has begun without disrupting previous data entries.**

My Progress

This section of the Dashboard displays the number of physical activity minutes you have submitted for each week of the challenge. Once a weekly total reaches 150 minutes, the star for that week will appear filled.



Milhouse Van Houten - Week #8

My Progress

978 Minutes Total

A star is filled in when it has 150 minutes of activity.

Week	Date	Minutes	Status
Week 1	Nov 22	165 mins	Filled
Week 2	Nov 29	150 mins	Filled
Week 3	Dec 06	90 mins	Empty
Week 4	Dec 13	240 mins	Filled
Week 5			
Week 6			
Week 7			
Week 8			

Milhouse Van Houten
Texas Department of State Health Services
Logout

My Progress

1128 Minutes Total

A star is filled in when it has 150 minutes of activity.

Week	Date	Minutes	Status
Week 1	Nov 22	165 mins	Filled
Week 2	Nov 29	150 mins	Filled
Week 3	Dec 06	90 mins	Empty
Week 4	Dec 13	240 mins	Filled
Week 5	Dec 20	170 mins	Filled
Week 6	Dec 27	163 mins	Filled
Week 7	Jan 03	150 mins	Filled
Week 8	Jan 10	0 mins	Empty
Week 9	Jan 17	0 mins	Empty
Week 10	Jan 24	0 mins	Empty

Congratulations!
You have completed the Challenge!

[Download Certificate](#)

- Notice (red circle) the Enter Activity button, which will take you to the Enter New Activity screen
- The View History button will show every data submission you've made throughout the Challenge.
- To complete the Challenge, participants must finish with at least six stars filled in. When this occurs, an icon will appear in the bottom right corner.
 - Click the icon to display and print a **Challenge Completion Certificate**. This is necessary only if your agency offers an incentive for completing the challenge.

Your challenge coordinator will announce whether your agency offers an incentive and the process to redeem it.

Leader Board

Agencies with 1-5K FTEs

Completions = percent of people in each agency with 6 stars filled.

Agency	Completions	Minutes
Texas Commission on Environmental Quality	28.7%	1834288
Texas Comptroller of Public Accounts	26.6%	1934568
Texas Workforce Commission	23.1%	2712267
Texas Department of Insurance	21.6%	653398
Texas Parks & Wildlife Department	11.2%	909691
Texas Department of State Health Services	2.9%	341048
South Texas College	0.6%	52672
Texas Juvenile Justice Department	0.2%	20070

Leader Board

The Get Fit Texas Challenge is also a competition between state employers of similar size, based on the *percentage* of agency employees who complete the Challenge.

The leader board shows this percentage in the Completions column, and ranks agencies accordingly (total agency minutes is listed only for fun).

The leader board will rank agencies' **progress** based on the percentage of employees who have achieved stars each week.



Enter Activity for Milhouse Van Houten

Date

mm/dd/yyyy

11/22/2018

Minutes

numbers only

35

Type

select one

Zumba

Date

mm/dd/yyyy

11/24/2018

Minutes

numbers only

40

Type

select one

Tai Chi



Add Another Activity

Submit

Cancel

Enter New Activity – To enter physical activity data, click on Enter New Activity in the Menu Bar, and you will see the screen above.

- Enter your Date, Minutes, and Type information. If you wish to make multiple submissions, click Enter Another Activity. Use Share Feedback in the Menu Bar to request new activities for Type drop-down menu.
- Click the Submit button once all the activities you wish to submit are reflected on the screen.
- All challenge data can be viewed and edited by clicking on View History in the Menu Bar.



Milhouse Van Houten - Week #8

My Progress

75 Minutes Total

Enter Activity

View History

A star is filled in when it has 150 minutes of activity.

Week 1

Nov 22



75 mins

Week 2

Nov 29



0 mins

Week 3

Dec 06



0 mins

Week 4

Dec 13



0 mins

Week 5

Dec 20



0 mins

Week 6

Dec 27



0 mins

Week 7

Jan 03



0 mins

Week 8

Jan 10



0 mins

Week 9

Jan 17



0 mins

Week 10

Jan 24



0 mins

"No matter how slow you go you're still lapping everybody on the couch"


Entering Physical Activity Data


After you submit your physical activity data, you'll see it reflected on the Dashboard page.

- Your minutes will be added to the total for the week in which they occurred.
- My Progress displays a running total of your submitted minutes.
- After completing the Challenge, an icon will appear in the bottom left corner. Click the icon to display and print a **Challenge Completion Certificate**.
 - This is relevant only if your agency offers an incentive for completing the challenge.
 - Your challenge coordinator will announce whether your agency offers an incentive and how to redeem it.


Milhouse Van Houten
Texas Department of State Health Services
Logout

 DASHBOARD


 ENTER NEW ACTIVITY

 **VIEW HISTORY**

 EDIT PROFILE

 SHARE FEEDBACK

 SHARE SUCCESS STORY

 INSTRUCTIONS (PDF)

 Get Fit Texas

Activity History for Milhouse Van Houten

This page shows activities entered by week along with an Edit button to make adjustments. You may choose to view all weeks or a specific week using the buttons below.


All
1 Nov 22
2 Nov 29
3 Dec 06
4 Dec 13
5 Dec 20
6 Dec 27
7 Jan 03
8 Jan 10
9 Jan 17
10 Jan 24


Row	Date	Minutes	Type
1	Thu Nov 22, 2018	35	Zumba
2	Sat Nov 24, 2018	40	Tai Chi


View History displays all your individual data submissions throughout the challenge. You can view entries by day by clicking the desired date, or the entire list by clicking the All button.


- To make changes to existing data entries, click the edit button next to the desired submission.


Milhouse Van Houten
Texas Department of State
Health Services
Logout


 DASHBOARD


 ENTER NEW ACTIVITY


 VIEW HISTORY

 EDIT PROFILE

 SHARE FEEDBACK

 SHARE SUCCESS STORY

 INSTRUCTIONS (PDF)

 Get Fit Texas

Profile for Milhouse Van Houten

First And Last Name

Milhouse

Van Houten

Email

Milhouse.Vanhouten@dshs.texas.gov

Agency

Texas Department of State Health Services

Subgroup Info

Name

Submit

Cancel

Edit Profile - This screen remains available throughout the Challenge in case you need to change your registration data. Changes can be made without disrupting physical activity entries submitted previously.

Milhouse Van Houten
Texas Department of State
Health Services
Logout

DASHBOARD

ENTER NEW ACTIVITY

VIEW HISTORY

EDIT PROFILE

SHARE FEEDBACK

SHARE SUCCESS STORY

INSTRUCTIONS (PDF)

Get Fit Texas

Share Your Feedback

Use this form to share feedback on your experience or suggestions for next year's challenge.

If you have questions or problems with the current challenge you may [Contact a Coordinator](#).

Share your feedback

Share


Cancel


Share Feedback – We want to hear from you about technical issues, suggestions, etc., related to your experience with the Get Fit Texas Challenge. Please do not use this form for urgent requests, which should be directed to your agency's challenge coordinator or the Challenge Administrator, Lesley Jimenez at lesley.jimenez@dshs.texas.gov.


Coworker Leader Board


This screen displays all user data for your agency. It is not viewable by regular employees, only staff designated as coordinators by Lesley Jimenez.


- Click on the column headers to sort the data.
- Clicking the View button next to a name takes you to his/her View History page, displaying all their data entries, which you can edit if needed.
- Note the search bars at the top where you can select/search for subgroups or individuals using the drop-down menu or by typing search terms.
- You may need to delete the current text before typing a search term. Then click either view button to the right.
- You can now export the leader board to Excel.


 DASHBOARD


 ENTER NEW ACTIVITY

 VIEW HISTORY


 EDIT PROFILE


 SHARE FEEDBACK

 SHARE SUCCESS STORY

 INSTRUCTIONS (PDF)

Admin

 COWORKER LEADERBOARD

 ADMIN TASKS

Coworker Leaderboard for Texas Department of State Health Services

[View Subgroup Leaderboard](#)

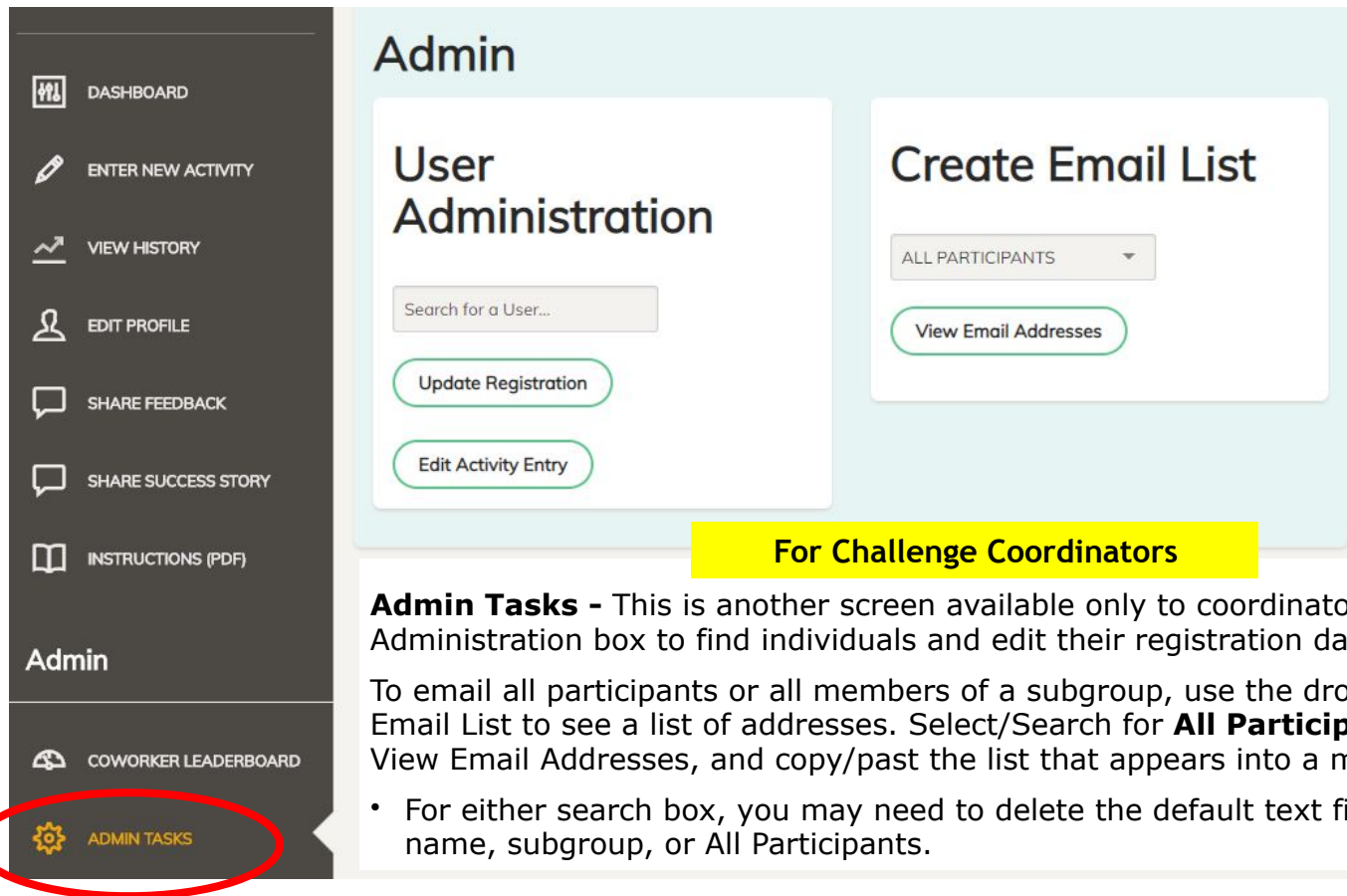
[View Participant Leaderboard](#)

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[Export to Excel](#)

Totals: 436 Participants

Rank	View	First Name	Last Name	Minutes	Stars
1	View	Jerry	Peterson	7541	8
2	View	Matthew	Davis	4145	8
3	View	LaQuette	Newsome	4129	8



The screenshot shows the Admin interface of the GetFit Texas! system. On the left is a dark sidebar with navigation options: DASHBOARD, ENTER NEW ACTIVITY, VIEW HISTORY, EDIT PROFILE, SHARE FEEDBACK, SHARE SUCCESS STORY, INSTRUCTIONS (PDF), Admin, COWORKER LEADERBOARD, and ADMIN TASKS (highlighted with a red circle). The main content area is titled 'Admin' and contains two panels. The 'User Administration' panel includes a search box, 'Update Registration', and 'Edit Activity Entry' buttons. The 'Create Email List' panel includes a dropdown menu set to 'ALL PARTICIPANTS' and a 'View Email Addresses' button. A yellow banner at the bottom of the main content area reads 'For Challenge Coordinators'.

Admin

User Administration

Search for a User...

Update Registration

Edit Activity Entry

Create Email List

ALL PARTICIPANTS

View Email Addresses

For Challenge Coordinators

Admin Tasks - This is another screen available only to coordinators. Search the User Administration box to find individuals and edit their registration data or activity entries.

To email all participants or all members of a subgroup, use the drop-down menu under Create Email List to see a list of addresses. Select/Search for **All Participants** or a subgroup, click View Email Addresses, and copy/past the list that appears into a message in Outlook.

- For either search box, you may need to delete the default text first to type in a participant name, subgroup, or All Participants.

**Thank you for your attention, and good luck achieving
the Get Fit Texas State Agency Challenge!**



For questions or comments about this guide, please email the Challenge Administrator, Lesley Jimenez, at lesley.jimenez@dshs.texas.gov.